

Tutorials, Training and wizards

Knowledge of Technology

- Key Terms – Tutorial software, training software, wizards and assistants, help menu and help features, "Read Me" Files.
- Using wizards, assistants and online assistants in the design and creation of a product, for example, desktop published documents, slideshows, and websites.

A **Tutorial Software** is instructional software that leads the user through key features and functions of things such as software applications, hardware devices, processes, system designs, and programming languages. The tutorial typically is set up as a series of steps that progress through levels of difficulty and understanding. For this reason, the tutorial is best followed in its logical sequence in order to understand all of the elements of what the user is trying to learn.

A **Wizard** is an interactive computer program which acts as an interface to lead a user through a complex task, using step-by-step dialogs.

Help Menu is online documentation. Many programs come with the instruction manual, or a portion of the manual, integrated into the program. If you encounter a problem or forget a command while running the program, you can summon the documentation.

A **Readme** (or read me) file contains information about other files in a directory or archive and is very commonly distributed with computer software. The contents typically include one or more of the following: configuration instructions, installation instructions, operating instructions, copyright and licensing information, contact information for the distributor or programmer, known bugs, credits and acknowledgments

Social and ethical issues

- The balance in responsibility between an individual and an organization for training
Microsoft has just come out with an online tutorial which allows people who have no programming experience the opportunity to learn how to build Windows applications or Web sites using Visual Studio 2005. In this situation there is a balance between an individual who wants to learn how to use the software and the organization (Microsoft) which is providing the resources to teach the consumer. The tutorial consists of several tiers of lessons beginning with easy concepts and moving on to more difficult and advanced concepts. Microsoft promises that after completing the series of lessons the consumer will be able to create working applications.

- The need for IT companies to consider global and cultural diversity when preparing training and tutorial software

The company creating the tutorial should keep in mind the difference in the language, culture, and way of thinking ...

- The requirement of organizations to provide training when implementing change

Tutorials teach users how to perform certain tasks, and not just on the computer (although there are various tutorials on Microsoft Windows XP available for purchase through the internet or TV). Other tutorials explain how to speak foreign languages.

Comparison between computer tutorials versus traditional lecturing in accounting topics. Schools are now increasing the use of computer aids in the classroom, and a study was conducted to see whether or not these computer tutorials were as effective as a human teacher. A study was set up in which two classes taking the same course were taught, with one class being taught almost entirely by tutorials, and the other having the same exact material, but further incorporated through the teacher lecturing. The results showed that the class who had been lectured and taught through tutorials scored significantly higher than the class taught through tutorials alone. The use of tutorials in the educational environment is ever-increasing, but it is still necessary to maintain human resources, like teachers, in the education process.